

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
NOVEMBER 22, 2021**

The Indianapolis-Marion County Public Library Board met in person at the Library Services Center, 2450 North Meridian Street and via Zoom on Monday, on November 22, 2021 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Judge Salinas called the meeting to order. Mr. Biederman acted as Secretary.

2. Roll Call

Members present in person and electronically: Mr. Biederman (Virtual), Mr. Bigsbee, Dr. Murtadha, Ms. Payne (Virtual), Rev. Robinson (Virtual), Judge Salinas and Ms. Tribble.

Members absent: None.

3. Public Comment and Communications

a. Public Comment

The Public was invited to the Board Meeting.

Judge Salinas shared that at every Library Board meeting we open with a time for public comment. We welcome feedback from the public about our Indianapolis Libraries, and this is a time when the public may address the Library Board. If there are several of you representing the same group, please select a spokesperson. Please do not repeat the same comments someone else has offered. Please note also that this public comment time is not the appropriate forum for commenting on matters related to alleged employee misconduct. Any such matters should be brought promptly to the attention of the Library's Interim CEO or the Human Resources Department where matters can be properly addressed in compliance with established Library policies and procedures. **A FIVE-MINUTE LIMIT WILL BE ALLOWED FOR EACH SPEAKER. EACH SPEAKER SHOULD GIVE THEIR NAME AND THEIR ADDRESS.**

There were no petitions to come before the Board.

b. Dear CEO Letters and Responses

Judge Salinas then asked for any comments received from patrons via the Library's website to be read at tonight's meeting.

There was one comment which was read to the Board as follows:

Thomas Scott

I would like to see the library revisit their mask requirement. In visiting multiple branches throughout the system over the past few months, I have seen that the mask requirement only serves to place library employees in the situation of being "mask police." It seems as some branches and employees have decided that being "mask police" is not in their job description, while other employees and branches spend their entire time on the hunt for a mask that may have drooped below the nose a few centimeters. I have personally observed staff watching unmasked patrons enter and move about a building without a care. On the other end of the spectrum, I have witnessed staff yelling at patrons from across a room to put on a mask, calling security and even police on patrons not wearing a mask. As the vast majority of businesses in Marion County have moved to a simple recommendation, even those venues where individuals are in much closer proximity to each other (Lucas Oil Stadium) and I would ask that the library move to join these entities by removing the mask requirement for individuals at the library.

Judge Salinas confirmed with John Helling, the Interim Chief Executive Officer, that the Library is following CDC Guidelines for mask usage. The CDC recommends that individuals, regardless of vaccinated status, wear masks in areas of possible high community spread. Mr. Helling will ask Gregory Hill, the Interim Chief Public Services Officer, to look into this matter.

Mr. Helling confirmed that the Library won't be walking away from the mask requirement anytime soon.

c. Correspondence for the Board's general information was distributed.

4. Approval Of Minutes: Executive Session, Regular and Special Meetings

a. Regular Meeting, October 25, 2021

The minutes from the Regular Meeting held October 25, 2021 had been distributed to the Board.

The minutes were approved on the motion of Dr. Murtadha, seconded by Mr. Bigsbee, and the following roll call vote:

Mr. Biederman – Aye	Rev. Robinson – Aye
Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye
Ms. Payne – Aye	

COMMITTEE REPORTS

5. Finance Committee (Patricia A. Payne, Chair; Raymond Biederman, Hope C. Tribble)

a. Report of the Treasurer – October 2021

Carolyn Adams, Interim Chief Financial Officer, reviewed the Report of the Treasurer that had been distributed to the Board. The year-to-date Revenues are \$28.8 million. This is in line where we usually are since the Library receives a large influx of property taxes in December. Our Expenditures, year-to-date, are \$34.5 million, which is approximately 67% of our Budget.

Ms. Adams noted that the Library sold the old Eagle Branch property on Lowry Road and net proceeds from that sale totaled \$187,000.

She announced that there are no Budget anomalies at this point.

Ms. Payne made the motion, which was seconded by Dr. Murtadha, that the Report of the Treasurer be filed for audit.

The Report of the Treasurer was approved for filing for audit on the following roll call vote:

Mr. Biederman – Aye	Rev. Robinson – Aye
Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye
Ms. Payne – Aye	

b. Resolution 59 – 2021 (Establishment of American Rescue Plan Act (ARPA) Grant Fund)

Ms. Adams advised that this resolution establishes the American Rescue Plan Act Grant Fund.

In September 2021, the Library was notified that it would receive a sub-grant disbursed from the Indiana State Library as part of the ARPA which are federal funds. To comply with the State Board of Accounts directives to receive the grant money from the Indiana State Library, a separate grant fund titled “ARPA Grant Fund” must be established at the Library.

After full discussion and careful consideration of Resolution 59 – 2021, the resolution was adopted on the motion of Mr. Biederman and seconded by Dr. Murtadha, to approve Resolution 59 – 2021, the Establishment of American Rescue Plan Act (ARPA) Grant Fund.

Resolution 59 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. Robinson – Aye
Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye
Ms. Payne – Aye	

The resolution is appended to, and made a part of, these minutes.

c. **Resolution 60 – 2021** (Appropriation of American Rescue Plan Act (ARPA) Funds)

Ms. Adams noted that the Library will receive funding in the amount of \$26,050 as part of the American Rescue Plan Act (ARPA) via a sub-grant from the Indiana State Library. The fiscal impact of the grant funds is the opportunity for the Library to expand its technology programming with the use of tax dollars.

After full discussion and careful consideration of Resolution 60 – 2021, the resolution was adopted on the motion of Dr. Murtadha, and seconded by Mr. Bigsbee, to approve Resolution 60 – 2021, the Appropriation of American Rescue Plan Act (ARPA) Funds.

It was necessary for Ms. Payne to leave the meeting at this time.

Resolution 60 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. Robinson – Aye
Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye

The resolution is appended to, and made a part of, these minutes.

6. Diversity, Policy and Human Resources Committee (Hope C. Tribble, Chair; Curtis W. Bigsbee, Patricia A. Payne)

Ms. Tribble shared information about the ongoing Climate Improvement Process being administered by Ice Miller LLC. She then introduced Myra Selby, a partner from Ice Miller, who is working with the Library on the Process.

Justice Selby addressed the Board via Zoom at this time. She said it was a pleasure to provide an update on Ice Miller’s racial equity solutions work on the Climate Study for the Library. Justice Selby confirmed that the work is moving along. They’ve had cooperation across the board, both in their document request fulfillment, as well as the items they’re working on now, which is the formation of the team of employees and others that begin as an internal team helping to inform us in the Climate Study and then

they will build capacity during this period to then become a lead team going forward on the Library's racial equity work after the Ice Miller report is submitted and the racial equity work continues thereafter.

The team has named themselves the "Go Team." It consists of 16 individuals from across branches, miscellaneous departments, the Library's Union and Staff Association, as well as two seats for community stakeholders, namely, CICF and Wheeler Mission, and a representative from the Library Foundation. The Go Team has held two meetings, both were very productive. They are enthusiastic about helping Ice Miller to understand what they view as the challenges from a racial equity perspective and seem to be very engaged and excited about starting on this journey. They are now working with Ice Miller on an employee survey. Approximately a week has been lost in the timeline just because it took a while to form the Team and get the first meeting on the books. Ice Miller believes they can make that time up. They plan to submit their written report to the Board in early 2022.

a. **Resolution 61 – 2021 (Annual Salary Resolution)**

Tisha Galarce, Interim Human Resources Director, shared information about pay grades, staff positions and benefits. A new pay structure schedule will become effective during the first pay period of 2022. Pay Grades 3 and 4 have an increased minimum and maximum salary. Also, Pages have been moved to Pay Grade 3. All the proposed changes have been accounted for in the 2022 Budget.

After full discussion and careful consideration of Resolution 61 – 2021, the resolution was adopted on the motion of Mr. Bigsbee, and seconded by Mr. Biederman, to approve Resolution 61 – 2021, the Annual Salary Resolution.

Resolution 61 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. Robinson – Aye
Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye

The resolution is appended to, and made a part of, these minutes.

b. **Resolution 62 – 2021 (Approval for Additional Payments at the End of the Year)**

Ms. Galarce mentioned that due to a 2021 Budget surplus, Board-appointed and hourly employees in active status will be provided a one-time, extra compensation payment. Hourly employees and Pages will receive a \$300 payment, part-time employees will receive a \$500 payment and full-time employees will receive a \$1,000 payment on December 10, 2021.

Dr. Murtadha suggested that, in the future, we speak to the Library's Union before distributing funds.

After full discussion and careful consideration of Resolution 62 – 2021, the resolution was adopted on the motion of Ms. Tribble, and seconded by Dr. Murtadha, to approve Resolution 62 – 2021, the Approval for Additional Payments at the End of the Year.

Resolution 62 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. Robinson – Aye
Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye

The resolution is appended to, and made a part of, these minutes.

7. Facilities Committee (Curtis W. Bigsbee, Chair; Dr. Khaula Murtadha, Rev. T. D. Robinson)

- a. **Resolution 63 – 2021** (Approval to Amend the Services Contract for Security and Alarm Response Services)

Mr. Helling discussed Resolution 63 – 2021.

He pointed out that the Library is currently under contract with Universal Protection Service, LLC, d/b/a Allied Universal Security Services (“Allied Universal”), successor by acquisition to G4S Secure Solutions (USA), Inc. Management recommends that the Library remain with Allied Universal through the end of our amended contract with the 90-day extension and accept the 2021-2022 Proposed Rate Schedule. The additional cost of this service will be funded from the Operating Fund and is within the approved appropriation for 2021.

He went on to advise that the Library has been working diligently to establish an in-house security team. We will continue to replace contracted security with Library Security Assistants at all of our locations, as is feasibly possible.

After full discussion and careful consideration of Resolution 63 – 2021, the resolution was adopted on the motion of Mr. Bigsbee, and seconded by Dr. Murtadha, to approve Resolution 63 – 2021, the Approval to Amend the Services Contract for Security and Alarm Response Services.

Resolution 63 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. Robinson – Aye
Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye

The resolution is appended to, and made a part of, these minutes.

8. Library Foundation Update

Rev. Robinson reviewed the information contained in the November 2021 Update.

News

The Library Foundation wrapped up the 2021 Staff Campaign, “Going for Gold.” The preliminary total of \$22,486.45 was contributed by 132 Library and Foundation staff members. Thank you to all staff who participated. We would also like to thank the

following Library staff for serving on the staff campaign committee this year: Katie Bulloff, Mike Coghlan, Mike Ehret, Joan Emmert, Christopher Hogsett, Emilie Lynn, Olanike Olaniyi, Staci Terrell and Michelle Sharp. Included in your packet are testimonial emails the staff campaign members sent to all Library staff to encourage participation.

Donors

The Foundation thanks 251 donors who made gifts last month. The following are our top corporate and foundation contributors:

College Savings Bank
Ritz Charles, Inc.
Woodley Farra Manion Portfolio Management, Inc.

Program Support

This month, the Library Foundation is proud to provide more than \$52,000 for Library programs and initiatives. Examples of major initiatives supported include:

High School eBook Collection
100 Books Before Graduation
Simple and Affordable Plant Based Cooking

9. Report of the Interim Chief Executive Officer

Mr. Helling requested that the Board approve the Resolution Regarding Finances, Personnel and Travel that was included in their packet. He advised that there was nothing out of the ordinary this month.

1) Resolution Regarding Finances, Personnel and Travel (64 – 2021)

Rev. Robinson made the motion, which was seconded by Dr. Murtadha, to approve Resolution 64 – 2021, the Resolution Regarding Finances, Personnel and Travel.

Resolution 64 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye	Rev. Robinson – Aye
Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye

The resolution is appended to, and made a part of, these minutes.

Mr. Helling went on to introduce and welcome the Library's new Diversity, Equity and Inclusion Officer, Keesha Hughes.

He then briefly discussed some information received from Melinda Mullican of the Library's Staff Association Scholarship Committee. He mentioned that staff member, Sylvia Robertson, a Technology Learning Specialist at Central Library, was being awarded the \$1,000 Spring Scholarship from the Committee. The recipient of the Committee's Fall Scholarship will be announced in January.

He then mentioned that last Saturday's Fall Fest was a great success. It featured the winners of the Slammin' Rhymes Poetry Contest. He acknowledged all the hard work done by the Library's African American History Committee to put on that program and he thanked the Steve Talley Family, as supporters of the Foundation through the Donna Talley Story Theater Fund. That Family made the event possible.

Mr. Helling was pleased to announce that the launch of the Digital Encyclopedia of Indianapolis ("DEOI") held at Central Library was an exciting and well-attended event. The Library partnered with The Polis Center at IUPUI on the DEOI and he hopes to be able to share more information and a demonstration about the DEOI at the next Board Meeting.

b. Interim CEO Roadmap – November 2021

The November 2021 Roadmap was provided to the Board. Mr. Helling pointed out that the red text is this month's updates to the Roadmap.

He then discussed some of the items in the CEO/Executive Committee section that included the following topics:

- Listening Efforts
- Office Hours in Branches
- Advisory Panel
- Q & A Form
- Directors Working in Branches
- Improving Communication Between the Union and Administration
- Servant Leadership Training
- Focusing on Strategic Plan
- EC Matrix
- Quarterly Reports
- Café Contract

UNFINISHED BUSINESS

10. None.

NEW BUSINESS

11. None.

AGENDA BUILDING

12. Future Agenda Items – This time was made available for discussion of items not on the Agenda which were of interest to Library Board members and the opportunity was given to suggest items that should be included on future Library Board Meeting Agendas.

Items suggested for upcoming Board Agendas are as follows:

December, 2021 - Dr. Murtadha wanted more information relating to community engagement. As we were thinking about the facilities and how much data was brought back from surveys and discussions, etc., how do we do that work in ways that continue to grow and develop that footprint? For instance, in the newer branches, how do we determine, not just the headcount, but how do we pay attention to the kinds of things that are tied to the interest of the community, the collections, etc. Should we establish a short-term committee for the study of community engagement at some point?

Judge Salinas advised he had no problem with that suggestion. Dr. Murtadha should submit a proposal.

INFORMATION

13. Materials

None.

14. Board Meeting Schedule for 2021 (Notice and Place of Meeting) and Upcoming Events/Information

- a. **Board Meetings for 2021**– *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events** may be found at attend.indypl.org.

15. Notice of Special Meetings

None.

16. Notice of Next Regular Meeting

Monday, December 13, 2021, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.

17. Other Business

None.

18. Adjournment

The Secretary announced that there was no further business to come before the Board.

The Chairman then declared the meeting adjourned at 7:25 p.m.

Raymond Biederman, Secretary to the Board

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